

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: JAIL RECORDS CLERK

Posting# 6493-0416jhm

REQUIRED ATTACHMENTS TO APPLICATION:

- A **typing test** score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the required 40 net)

STARTING SALARY: Step 21 \$15.08 per hour, \$1,206 Bi weekly

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: March 22, 2016

CLOSING DATE: April 5, 2016

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Under general supervision of the Senior Jail Records Clerk, performs a variety of complex clerical duties relating to the maintenance of inmate files and records including court documents, release records, and criminal and institutional history records.

DUTIES INCLUDE: Receives, reviews and documents all court and legal documents regarding inmates; maintains and organizes inmate records in hard copy and computer including reviewing incarceration data for accuracy; notifies medical personnel of inmate commitments and need to conduct diagnostic evaluations. Reviews court orders and inmate sentences to determine inmates' appropriate commitment status and to schedule corresponding release dates; communicates with the courts, judges, attorneys, and Adult Probation and Parole on questions relating to an inmate's incarceration status. Tracks temporarily released inmates on funeral, therapy, or medical release or similar jail release programs such as Jail Diversion to ensure return to jail according to terms of temporary release; initiates action on inmates that fail to return according to terms. Tracks and schedules transportation of inmates for court appearances within and outside of Utah County; contacts out-of-county jurisdictions regarding warrants and coordinates appropriate action including pickup, and transfer and release of inmates; assists in coordinating extradition for inmates detained on NCIC detainers. Maintains records on inmates held on ICE holds and coordinates billing, transportation, and release.

EVALUATION AND SELECTION FACTORS INCLUDE:

Working Knowledge of: standard office practices; proper grammar, spelling, and punctuation.

Considerable Knowledge of: Sheriff's Office policies and procedures, GRAMA regulations and other laws, codes, or regulations relevant to work performed.

Skill in: reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets; using various software programs unique to law enforcement and/or the Sheriff's Office.

Ability to: maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; distill relevant and useful elements from vast amounts of information; understand broad objectives and follow general instructions; use tact, discretion, and independent judgement within established guidelines.

REQUIREMENTS FOR EMPLOYMENT: High school diploma or equivalent and five (5) years of general clerical support work experience of which two years are directly related to the duties described above. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSURE/CERTIFICATIONS: Incumbent must obtain, and thereafter maintain, State of Utah Certificate of Authority of Notary Public and certification for Utah Criminal Justice Information System access during the probationary period for new hires or during the trial period for promoted County employees.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.